

A statement of the categories of documents that are held by it or under its control;

P.I Section

- MoEFCC Scientific Group A Recruitment Rules, 2015

P.II Section:

- Files relating to service matters of all Officers/Officials posted in MoEF&CC and belonging to AIS (except IFoS), Central Staffing Scheme, CSS, CSSS and CSCS, CSOLS, Ex-cadre posts, MTS.
- Service Books of the concerned staff;
- Files pertaining to up gradation under ACP/MACP/grant of NSFG and promotions of the concerned staff;
- Files pertaining to Transfer/Posting of the concerned staff
- Files pertaining to RTI and other miscellaneous matters.

P.III Section

- RRs related to Group 'C' posts in the Departmental Canteen of the MOEFCC, 2011
- RRs related to Technical Posts (Forestry, Environment and Wildlife), 2011
- RRs related to Scientific Group 'A' Posts, 2015
- RRs related to Data Entry Operator (Grade 'A' and Grade 'B'), 1991
- Service Books

IFS Division:

- Files relating to service matter of all Indian Forest Service Officers.
- Files pertaining to Transfer/Posting of above staff.
- Files pertaining RTI and other miscellaneous matters.

- Files pertaining to promotions of SFS to IFS.
- Files pertaining to Seniority lists of above officers

Budget Division:

- Detailed Demands for Grants

Impact Assessment Division:

- Composition of the EAC/SEIAA/SEAC and the information related to the same is uploaded on the parivesh.nic.in.

Vigilance Division:

- Disciplinary cases (involving Vigilance angle) against IFoS officers; and Non-IFoS Officers working in the Ministry
- Proposals of CBI/State Government for prosecution of officers under the Prevention of Corruption Act, 1988 and other such Acts.
- Allegations/complaints/references received from CVC & other sources in vigilance matters
- Vigilance related court cases pertains to the Ministry
- Vigilance Clearance to officers of MoEF&CC
- Corruption/Vigilance related matter liasoning with CVC, CBI, UPSC and other agencies.

International Cooperation Division:

- MoU with foreign countries

Climate Change Division:

- Files relating to:
 - Bilateral, Regional and Multilateral Cooperations related to subject of Climate Change
 - Schemes – Climate Change Action Plan and National Adaptation Fund for Climate Change
 - Matters related to international negotiations
 - National Action Plan on Climate Change
 - State Action Plan on Climate Change

Control of Pollution :

- Guidelines for Assistance for Abatement of Pollution to Weaker SPCBs/PCCs and to CPCB August, 2022
- Revised Guidelines for Ranking of Cities under NCAP for FY 2022-23 to 2025-26 (<https://prana.cpcb.gov.in/#/resources>)
- Guidelines for Capacity Building and Public Outreach under NMCA/NCAP: July, 2022
- Guidelines for Release and Utilisation of Funds under National Clean Air Program August, 2022
- Guidelines for National Knowledge Network (NKN) and Institutes of Repute (IoRs) under National Clean Air Programme September 2022
- Operational guidelines for the implementation of the recommendations on Ambient air quality component in the Million-plus cities/Urban Agglomerations contained in Chapter 7 (Local Body Grants) of the FC-XV-plus challenge fund
- Office Memorandum regarding engagement and posting of Consultants under National Clean Air Programme (NCAP).

Conservation and Survey-I/Mountain Division:

- Guidelines and other documents related to implementation of national Mission on Himalayan Studies (NMHS)
- Documents related to establishment matters and grants-in aid to G.B part National Institute of Himalayan Environment (GBPNIHE)

Environment Education Division:

- Guidelines for Environment Education Programme (EEP) which is a component of Central Sector Scheme - "Environment, Education, Awareness, Research and Skill Development (EEARSD)".
- Proposals and activity reports received from State Implementing Agencies for the EEP from different states of India.
- Performance Evaluation Report prepared by the Monitoring and Coordination Cell (MCC) of the Programme Division.
- Letters circulated to State Implementing Agencies for all communications.

Conservation and Survey-III Biodiversity:

- Biological Diversity (Amendment) Act, 2023
- Biological Diversity Rules, 2004
- Convention on Biological Diversity
- The Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization to the Convention on Biological Diversity

Project Elephant Division:

- Proposals from the State Governments regarding release of funds of the Centrally Sponsored Scheme Project Elephant.

- Administrative matters (including policy matters) concerning Elephant Reserves in the country. It also includes the consideration of the proposals from the State Governments for inclusion of new areas as Elephant Reserves.
- Constitution and convening of the meetings of the Steering Committee of the Project Elephant and the implementation of recommendations thereof.
- Periodical meetings of the Field Co-ordinators of the elephant reserves and of the Chief Wildlife Wardens of the Elephant States.
- National/International conference/ workshops/ symposia on matters concerning Elephant and Elephant Reserves.
- Elephant poaching and offense cases in the country including the Elephant reserve areas.
- Elephant census in the country.
- International cooperation in Asian Elephant Conservation.
- Captive elephant management & related policy matter.
- CITES & MIKE related works on conservation of Asian Elephants.
- Guidelines and Reports

Environmental Research Division (R&D Scheme):

- Proposals/ Certificates/ Reports from the Project Investigators regarding funds released/to be released under the Central Sector Scheme ERDP.
- Administrative Matters/ Policy Matters/EFC/SFC concerning Environmental Research & Development Programme.
- Constitution and convening of the meetings of the TFAC and Steering Committee of the ERDP and the implementation of recommendations thereof.
- Guidelines of ERDP.

Regional Office Head Quarter (ROHQ):

- Notification dated 26.06.2023 regarding constitution of Regional Offices and their Sub Offices of MoEF&CC

Eco-Sensitive Zone (ESZ):

- The draft/final/amendment of Eco-sensitive Zone/Area notifications.
- Minutes of the Expert Committee meetings.
- Guidelines, rules, regulations of declaration of Eco-sensitive Zone/Area
- Constitution of the Committees
- Important Court judgements

SCMD Division:

- SFC documents, Audit Reports of SICOM and ICZMP reports.

P&L Division:

- NGT Act 2010;
- NGT (Manner of Appointment of Judicial and Expert Members, Salaries, Allowances and other Terms and Conditions of Service of Chairperson and other Members and Procedure for Inquiry) Rules, 2010;
- NGT (Practice and Procedure) Rules, 2011;
- NGT (Financial and Administrative Powers) Rules, 2011;
- NGT (Recruitment, Salaries and other Terms and Conditions of Service of Officers and other Employees) Rules. 2011;
- National Green Tribunal (Recruitment, Salaries and other Terms and Conditions of Service of Senior Accountant) Rules 2018;
- The Tribunals Reforms Act, 2021; and
- Tribunal(Conditions of Service) Rules, 2021